



STATE OF INDIANA

Michael R. Pence, Governor

Kent W. Abernathy, Commissioner

AFFIDAVIT OF TRANSFER TO REAL ESTATE Title Application Checklist

A person who holds a certificate of title, a certificate of origin, or otherwise owns as an improvement, a manufactured home that is attached to real estate by a permanent foundation may apply for an Affidavit of Transfer to Real Estate (ATRE). However, a person is not required to apply for an ATRE to convert a manufactured home that is attached to real estate by a permanent foundation to an improvement upon the real estate upon which it is located.

When submitting paperwork, include the following:

- ☐ [Affidavit of Transfer to Real Estate - State Form 51408](#)
- ☐ One Proof of Ownership. For example, a Certificate of Origin, Certificate of Title, Bill of Sale, Purchase or Settlement Agreement, Warranty or Sheriff's Deed, etc.
- ☐ A manufactured home must have a vehicle identification number, serial number, certification label from the U.S. Department of Housing and Urban Development, or a special identification number issued by the BMV affixed to the home prior to applying for the ATRE.
- ☐ \$20.00 ATRE Fee. Payable by MasterCard or Visa, check, electronic check, or money order.

If the BMV determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, the manufactured home and certificate of title will be retired in the BMV's records. State Form 51408 will be returned to the customer with Section 7 'Affidavit of Transfer to Real Estate' completed for submission to the County Recorder. **If all required documents are not submitted or information is incomplete, the entire application will be returned.**

For your convenience, the required forms are included with this checklist. The forms are also available at **myBMV.com**. Mail the completed packet to:

**Indiana Bureau of Motor Vehicles
ATRE Department
100 North Senate Avenue, Room N417
Indianapolis, IN 46204**

Please include this checklist and contact information with your application.

Print Name _____

Phone Number _____ Email (optional) _____



AFFIDAVIT OF TRANSFER TO REAL ESTATE

State Form 51408 (R3 / 6-13)
Approved by State Board of Accounts, 2013
INDIANA BUREAU OF MOTOR VEHICLES

INDIANA BUREAU OF MOTOR VEHICLES
ATRE Department
100 North Senate Avenue, N417
Indianapolis, IN 46204

* This agency is requesting disclosure of your Social Security Number in accordance with IC 4-1-8-1; you have the right to refuse disclosure and will not be penalized therefore.

INSTRUCTIONS: 1. Complete in blue or black ink or print form.
2. Mail completed application, supporting documents, and the \$20 application fee to the address indicated above.

Section 1 - Manufactured Home Owner

Name of Applicant (last, first, middle initial or company name)	Indiana Driver's License Number, Social Security Number, or Federal Identification Number (required)		
Address (number and street)	City	State	ZIP Code

Section 2 - Return Packet Address

Include the name and address to which documents should be returned if different than the manufactured home owner.

Name (last, first, middle initial or company name)			
Address (number and street)	City	State	ZIP Code

Section 3 - Manufactured Home Information

Address (number and street)		City	State	ZIP Code
County	HUD Certification Label Number(s)			
Year	Name of Manufacturer	Serial Number		
Lienholder Name (if applicable)				
Lienholder Address (number and street)		City	State	ZIP Code

Section 4 - Real Estate Information

Parcel Number
Legal Description of Real Estate (attach additional sheets if necessary)

Section 5 - Attestation of Permanent Attachment to Real Estate

The manufactured home, aforementioned in this application, is permanently attached to real estate, as described in the legal description of the real estate. I swear or affirm that the information I have entered on this form is correct. I understand that making a false statement on this form may constitute the crime of perjury.

Signature of Applicant

Printed Name

Date Signed (mm/dd/yyyy)

Signature of Applicant

Printed Name

Date Signed (mm/dd/yyyy)

Section 6 - Notary Certification

State of _____

} SS:

(SEAL)

County of _____

} SS:

Sworn to before me, a Notary Public, in and for said County, this _____ day of _____, 20____

Signature

Printed Name

Date (mm/dd/yyyy)

Section 7 - AFFIDAVIT OF TRANSFER TO REAL ESTATE*BMV Use Only*

The Indiana Bureau of Motor Vehicles certifies that this manufactured home has been "retired" from the Bureau's active title file and no further transactions will be allowed.

It is the responsibility of the owner of the manufactured home/real estate, in accordance with I. C. 9-17-6-15.3, to deliver this document to the county auditor for endorsement required by I.C. 36-2-9-18. Furthermore, it is also the responsibility of the owner of the manufactured home/real estate to record this Affidavit of Transfer to Real Estate in the county in which the manufactured home/real estate is located.

In testimony whereof, I and my duly authorized representative execute this certification and affix the seal of the Indiana Bureau of Motor Vehicles.

(Seal of the Indiana Bureau of Motor Vehicles)

This instrument was prepared by the Indiana Bureau of Motor Vehicles. I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law.

Designee of Indiana Bureau of Motor Vehicles Commissioner

Printed Name

Title

Date (mm/dd/yyyy)

The filing in the appropriate county recorder's office of this completed affidavit with the retired certificate of title, if available, is deemed a conversion of the manufactured home that is attached to real estate by a permanent foundation to an improvement upon the real estate upon which it is located. However, a filing is not required for a person who converts a manufactured home that is attached to real estate by a permanent foundation to an improvement upon the real estate upon which it is located.

